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# Assessment Requirements for SITXWHS004 Establish and maintain a work health and safety system

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## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- establish and implement a complete work health and safety (WHS) system that covers the following components:
    - adequate facilities for the welfare of employees
    - appropriate management of incidents or accidents and notification to WHS government regulators
    - availability of information, instructions, training and supervision that ensure employees' health and safety
    - safe:
        - machinery, equipment and materials
        - premises
        - provision of entrances and exits that are safe
        - systems of work
        - work environment
- evaluate and identify improvements to WHS practices within the above system
- develop comprehensive WHS system documents to support above system
- demonstrate management practices that must be established and maintained for compliance of above system with state or territory occupational health and safety (OHS) or WHS legislation.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- structure, characteristics and needs of the organisation that the WHS system must address
- objectives, components and comprehensive details of relevant state or territory OHS or WHS legislation:
    - actions that must be taken for legal compliance
    - employer responsibilities to provide a safe workplace
    - requirement to consult, designated times for consultation and acceptable consultation mechanisms

- requirements for the use of WHS representatives and committees, and their roles and responsibilities
- designated times for hazard identification and categories of hazards that must be identified
- acceptable mechanisms for hazard identification, risk assessment and risk control
- requirements for record keeping and acceptable record keeping mechanisms
- requirement to provide information and training
- employee responsibilities to ensure safety of self, other workers and other people in the workplace
- employee responsibility to participate in WHS practices
- objectives, components and comprehensive details of WHS codes of practice and standards developed by industry or regulatory bodies
- ramifications of failure to observe OHS or WHS laws and codes of practice
- methods of receiving updated information on OHS or WHS laws and codes of practice
- components of WHS management systems
- considerations in the formulation of WHS policies and procedures:
  - consultation
  - emergencies
  - evacuation of staff and customers
  - handling chemicals and hazardous substances
  - hazard identification and reporting
  - incident and accident management and notification to WHS regulatory authorities
  - incident and accident reporting by staff
  - ongoing monitoring of risk control
  - overall organisational approach to WHS
  - participation of personnel in WHS management practices
  - responsibilities of employees to ensure safety
  - risk assessments and reporting
  - safe work practices
  - secure management of:
    - cash
    - documents
    - equipment
    - keys
    - people
- consultative processes:
  - diary, whiteboard or suggestion box used by staff to report issues of concern
  - fact sheets to fully inform personnel about WHS rights and responsibilities
  - formal WHS representatives and committees
  - formal meetings with agendas, minutes and action plans
  - informal meetings with notes

- WHS discussions with employees during the course of each business day
- recording issues in a management diary
- regular staff meetings that involve WHS discussions
- seeking staff suggestions for content of WHS policies and procedures
- special staff meetings or workshops to specifically address WHS issues
- staff handbook containing WHS information
- surveys or questionnaires that invite staff feedback on WHS issues
- time requirements for hazard identification:
  - when changes to the workplace are implemented:
    - before the premises are used for the first time
    - before and during the installation or alteration of any plant
    - before changes to work practices are introduced
  - when any new information relating to health and safety risks becomes available
- approaches to assessing the effectiveness of WHS management systems:
  - monitoring the ongoing effectiveness of risk control methods
  - reviewing:
    - incidents, accidents or near misses
    - WHS reports
    - WHS statistics
- methods used by the specific industry sector and organisation to:
  - conduct consultation when developing policies and procedures
  - communicate WHS policies, procedures and safe working practices
  - conduct ongoing WHS consultation
  - evaluate the effectiveness of WHS management practices
- sources of assessment criteria for assessing risks:
  - developed by external consultancy services
  - outlined in Australian standards
  - self-determined for the organisation as part of a WHS management system
  - suggested by industry associations for use by member businesses
- WHS information:
  - consultative arrangements for WHS
  - employee roles and responsibilities in WHS management practices
  - legal obligations and ramifications of failure to comply
  - location of first aid kit and emergency evacuation plan
  - WHS training information and updates
  - policies:
    - overall approach of organisation to WHS
    - participation of personnel in WHS management practices
    - responsibilities of employees to ensure safety
  - procedures

- specific risk control measures relevant to the workplace
- specific regulations and codes of practice
- use of:
    - hazard identification reporting documents
    - risk assessment template documents
- formats for and inclusions of:
    - policies and procedures
    - WHS templates for hazard identification and risk assessment
    - incident, accidents, or near miss reports
    - reports that document the evaluation of systems and required changes
    - WHS record keeping systems
- WHS record requirements:
    - consultation:
        - diaries of meetings
        - agendas for and minutes of meetings
        - committee members
        - consultation decisions and follow up actions
    - hazard identification
    - incident or accident notifications to WHS regulatory authorities
    - incident, accident, and near miss reports and related statistics
    - policies and procedures
    - risk assessments
    - risk control actions
    - training plans
    - training undertaken.

## Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business operation for which a tailored WHS management system can be established and monitored. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers, software programs, printers and communication technology used to administer the development of a WHS system
- organisational specifications:
    - relevant state or territory WHS legislation

- current plain English regulatory documents distributed by the local WHS government regulator
- codes of practice and standards issued by regulatory authorities or industry groups
- WHS information and business management manuals issued by industry associations or commercial publishers
- current commercial policies and procedures, and hazard identification and risk assessment template documents
- team for which the individual establishes WHS management practices; this can be:
  - teams in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

# Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694